

**CONFIDENTIAL**

**MEMORANDUM FOR:** Chief, Audit Staff  
Chief, Medical Staff  
General Counsel  
Comptroller  
Director of Training  
Director of Communications  
Director of Personnel  
Director of Security  
Director of Logistics

**SUBJECT:** Inventory of Recurring Reports

1. The Director, the Deputy Director (Plans), and the Inspector General have expressed concern over the number of reports required to support our administrative functions. I have therefore requested the Chief, Management Staff, to study this problem and to submit recommendations for a continuing reports management program.

2. As an initial step I am asking that you inventory your reporting requirements. Attachment 1 provides instructions for taking this inventory. Information of a general nature is contained in Attachments 2, 3, and 4. Additional copies of all attachments may be obtained from the Records Management Division, Management Staff, extension

3. Recommendations for a program to meet your needs are invited. You may direct them to the Chief, Management Staff, simultaneously with forwarding the requested inventory material.

L. E. WHITE  
Deputy Director  
(Support)

Attachments (4)

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